SANFORD FIRE DEPARTMENT

CONSTRUCTION PLAN REVIEW PROCESS
Site Plan Review completed and approved.

State Fire Marshall Sprinkler Plan Review completed and approved. 
*The State Fire Marshall review for sprinkler systems is required by State Law. Applicant must have completed this review and made any necessary revisions to the plans prior to starting the construction permit process with the Town of Sanford.*

ADA Review done by Registered Design Professional. A letter of compliance must be attached. If your building is not required to have an ADA review done, you must submit a letter or notation stating such.

Application for Sanford Fire Marshal Construction Permit submitted by applicant with a complete set of plans as outlined below.

Construction Plan information required:
*(Plans must be submitted 10 working days prior to the scheduled plan review meeting.)*

Construction plans shall have the proper name of the project, name of owner, name of architect, and the physical address of the building and or buildings, plus the building occupancy and construction type.

*(1 up-to-date set of plans is required. Scale is Required. ELECTRONIC VERSION REQUIRED and may be submitted to firemarshal@sanfordmaine.org)*

Plans should be delivered to the Sanford Fire Department, 972 Main St, Sanford, Maine 04073.

Plans shall clearly indicate the following when applicable:
- Total square footage of the building
- The location of all fire hydrants as required during Site Plan review
- The location of the main fire alarm panel
- The location of the sprinkler, mechanical, and elevator rooms
- The location of the Fire Dept. connection to sprinkler and standpipe systems
- The location of all utility entrances and main shut-offs
- The location of any type of refuge handling or storage, such as dumpsters
- The location and type of any proposed Hazardous Materials storage areas (inside or out)
- The location of any fencing, temporary or permanent, or any other potential obstruction to fire hydrants, fire department connections, building access, or fire lanes
- Proper symbols and keys identifying all fire protection features of the building, as well as any special information required
- All applicable construction requirements such as wall types, door schedules, roof construction, foundation construction etc. To include all applicable symbols and UL testing information
- Any other information pertinent to the project as required by the Fire Department
Schedule a plans review meeting with the Sanford Fire Marshal’s Office. Appointments must be made at least 10 business days in advance, and should include architects, contractors, alarm & sprinkler system installation contractors.

All Sprinkler Systems shall meet the minimum standards of the NFPA or the State of Maine. Sprinkler plans must be submitted to the State Fire Marshal for review and approval prior to submitting them to the Sanford Fire Marshal’s Office.

State Fire Marshall Sprinkler Permit received.
Sprinkler plans submitted for Fire Dept. review need to be accompanied by the sprinkler/suppression system permit along with payment of the application fee contained in this package and must include the following information:

(Plans must be submitted 10 working days prior to scheduled plan review meeting.)

- Type of Sprinkler system
- Floor plans showing sprinkler coverage
- Elevation drawings showing sprinkler coverage
- Location of OS & Y and Fire Dept. connection locations
- Identify zones and locations of zones
- Identify sprinkler monitoring system
- All applicable hydraulic information
- All FD Connections are to be 4” Storz Type.
- Letter required from sprinkler contractor indicating that the system was installed according to the appropriate NFPA standard used prior to final inspection

On-site inspection of sprinkler system is required prior to closing in any ceilings or other spaces. On-site inspections need to be scheduled in advance.

Construction Permit shall be issued when plans have been approved and only upon full payment of the Construction Permit Fee.

An Alarm System Application must be submitted for all alarm systems.
☐ On-site construction inspections are included in the Construction Permit fee and shall be conducted as necessary depending on the size of the building, and systems requirements.

☐ A Certificate of Occupancy Inspection is required from the Sanford Fire Marshal as well as the Code Enforcement Office prior to occupying any building. During this inspection a thorough inspection of all fire protection features of the building will be conducted. Applicant is required to have representatives from all fire suppression system(s), alarm system installer, and general contractor present so that all systems can be tested.

☐ Requests for Certificate of Occupancy inspections (CO) shall be made at least (10) ten working days prior to requested date.

☐ All fire alarm and suppression systems must be PRE -TESTED through to the monitoring company prior to final inspection to assure zoning and enunciation is exactly as agreed to during the pre-installation meeting.

☐ During the CO inspection all alarm zones, and any or all devices may be tested. One CO inspection is included in the Construction Permit Fee. If the department is required to return because of a failure to comply with any law, standard, or ordinance it will require an additional fee, and rescheduling of another CO inspection.

☐ Re-inspection of alarm & fire suppression system testing will be $100.00 for the first occurrence and;

☐ $200.00 for the second occurrence and any subsequent occurrence thereafter.
SANFORD FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL

Construction Permit Application

<table>
<thead>
<tr>
<th>Property Owner:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address:</td>
<td>Fax No:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Professional:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME Registration #:</td>
<td>Fax No:</td>
</tr>
<tr>
<td>Address:</td>
<td>Email:</td>
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</table>

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax No:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**Site Plan Information**

Site Plan Approval: [ ] yes  [ ] no  Date: ________________

**Type of Building**

[ ] New  [ ] Renovation  [ ] Addition  [ ] Occupancy/Tenant Change

**Hydrants**

- Private: (with service contract)
- Public: (type, condition, record)
- Tanks: (type, condition, record)
- Dry Hydrants: (type, location, installer)

**Fire Lanes** (location, signage, review approval):

- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________

**NFPA Classification**

<table>
<thead>
<tr>
<th>Assembly</th>
<th>Educational</th>
<th>Healthcare</th>
<th>Mixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detention/Correction</td>
<td>Mercantile</td>
<td>Business</td>
<td>Special</td>
</tr>
<tr>
<td>Industrial</td>
<td>Storage</td>
<td>Residential</td>
<td>Other</td>
</tr>
</tbody>
</table>
Construction Type

- Fire Resistive
- Protected, non-combustible
- Unprotected, non-combustible
- Protected, ordinary
- Unprotected, ordinary
- Protected Wood Frame
- Unprotected Wood Frame

Sprinkler System

When a sprinkler system is required by any state or local code, law or standard it shall meet the minimum standards of NFPA and the State of Maine. The system shall be visually inspected before closing in any sprinkled areas.

Fire Marshal Construction Permit:
- Date: ___________
- Permit No: ___________

Fire Marshal Sprinkler Permit:
- Date: ___________
- Permit No: ___________

OS&Y Location: (shown on plans)

Fire Department Connection Location: __________________________

Letter from contractor(s) indicating type of system, the NFPA standard used, and that it will meet or exceed applicable NFPA codes and local ordinances.

Date: ___________

Type of System:

- Wet
- Dry
- Pre-Action
- Deluge
- 13D
- Maine Life Safety
- 13R
- Hydro Pro
- NFPA 13

Number and Location of Zones: __________________________________________

System Monitoring:
- Water Flow
- Tamper
- Low Air

Standpipes:

- Class I: ___________
- Connection: ___________
- 2 ½” nst w/cap
- Class II: ___________
- 1 ½” ipt reducer w/cap
- Class III: ___________

High Rise Pack Required: Yes ___________ No ___________

Fire Alarm System

Shall meet or exceed NFPA 72, local ordinance; reporting of a fire alarm shall be by function and by zone for both suppression and detection. All parts and/or devices shall be “approved, listed devices”. The enunciators must have sufficient characters to display information in a manner satisfactory to the Sanford Fire Department Office of the Fire Marshal.
**Type of System:**
- Complete
- Smoke Detection ONLY
- Partial
- Horn / Strobes
  *(Strobe must stay on when silenced)*

**Activation Devices Reporting:**

<table>
<thead>
<tr>
<th>Pull Stations</th>
<th>Smoke Detectors</th>
<th>Heat Detectors</th>
<th>Duct Smokes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Flow</td>
<td>Tamper</td>
<td>Low Air</td>
<td>Other:</td>
</tr>
<tr>
<td>Hood System</td>
<td>Extinguishing</td>
<td>Key Box</td>
<td>Carbon Monoxide</td>
</tr>
</tbody>
</table>

**Monitoring Company:**
- Monitoring Company: ___________________________
- Phone: ___________________________
- Contact Name: ___________________________
- Fax No: ___________________________
- Address: ___________________________
- Email: ___________________________

**Fire Alarm Panel location:** ___________________________

**Reset Information:** ___________________________

**Special Features:** ___________________________

**NOTE:** Prior notice of at least 10 working days is required for all Occupancy Permits, which will also include testing and verification of all suppression and detection devices and reporting conditions per Municipal Ordinances. Monitoring shall be done by an UL approved FIRE receiving station.

**Emergency Devices**
- Key Box: (locations, keys)
- Emergency lighting: ___________________________
- Exit Signs: (location, lit/not lit)
- Fire Extinguishers: (location, type, size)
- MSDS Information: (location)
- Other: ___________________________
The undersigned applicant for a Construction Permit recognizes that a Certificate of Use and Occupancy must be issued before the building, land, or any part thereof, can be occupied or used. An inspection by the Fire Marshal and Code Enforcement Officer shall be required. All suppression, detection, and alarm vendors are to meet with the Sanford Fire Marshal’s Office prior to installation of the fire alarm/suppression systems. In addition, by signing this permit you clearly understand that the Town of Sanford has a local Ordinances with which you will comply. These Ordinances are provided in this package or are available upon request.

Signature (applicant): __________________________  Date: __________________

Fire Department Official: __________________________  Date: __________________

For FD Use Only

<table>
<thead>
<tr>
<th>Total Sq Footage:</th>
<th>Construction Permit Fee: $</th>
<th>Date Paid:</th>
<th>Check No:</th>
</tr>
</thead>
</table>

Please make all checks payable to the City of Sanford.
A Fire Department construction permit is required for any new construction, or remodeling of existing commercial space. The permit allows us to review important information concerning life safety issues, the buildings alarm and suppressions systems, utility connections, heating systems, utility connections, heating system information, water supply, hazardous materials, fire lanes, and a variety of other items prior to the start of construction.

Fire Department construction permit fees for all commercial buildings shall be: $0.04 per sq. ft. payable to the Town of Sanford, and $0.01 per sq. ft. payable to the State of Maine Fire Marshal.

Educational Occupancies such as schools, and day care centers (more than 12 children).

Health Care Occupancies such as hospitals, convalescent homes, nursing homes, ambulatory care centers, and board and care facilities.

Places of Assembly such as auditoriums, bowling lanes, churches, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, theaters, passenger terminals, pool rooms, recreational, piers, restaurants, auction halls, and skating rinks.

Mercantile Occupancies such as shopping centers, department stores, auction rooms, and supermarket.
  - Class A - 30,000 square feet plus, or 3 stories
  - Class B - 3,000 to 29,000 square feet, or 2 stories

Hotel, Motel, and Dormitory Occupancies two or more stories; more than 16 accommodations.

Lodging or Rooming Occupancies providing more than 3 but not more than 16 accommodations. (Accommodation means the sleeping area for one person. A double bed or larger would constitute more than one accommodation. A fold-out couch in a room of a condo for lease would constitute a sleeping room and two accommodations.)

Business Occupancies one story of 3,000 square feet or more, or two or more stories; such as: city halls, college instructional buildings, courthouses, dentist offices, general offices, research laboratories, ambulatory outpatient clinics, and town offices.

Commercial structures are defined as any building that is non-residential, or any residential complex that has three or more living units.

Construction permit fees cover the following services:
  - Initial conference and fact finding discussion
  - Concept plans review for compliance with local ordinances
  - Site plan review
  - Construction plans review
  - Follow-up meeting with contractors, architects, and building owners
  - Structural building inspections as necessary during construction
  - One comprehensive alarm system and fire suppression system test to be scheduled after coordination of reporting information with the Fire Department, and after all components have been installed to the applicable codes and pre-tested through to the monitoring company.
One final Certificate of Occupancy inspection to be schedule when all Federal, State and Local codes have been met and the building is ready for occupancy.

Re-Inspection Fees

If a re-inspection or re-testing of a fire alarm or fire suppression system is required due to improper pre-testing, installation, or lack of coordination with the Fire Department concerning appropriate reporting requirements. The fee will be $100.00 for the 1st re-test or re-inspection and $200.00 for the second or any subsequent occurrences.

Please make all checks payable to the City of Sanford.